

MINUTES OF MEETING  
SAMPSON CREEK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Sampson Creek Community Development District was held on Wednesday, September 20, 2017 at 6:00 p.m. at the St. Johns Golf & Country Club, Swim Club Meeting Room, 219 St. Johns Golf Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Tracy Hayes	Chairman
Paul Armstrong	Supervisor
Steve Sharpe	Supervisor
Tom Hudson	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Alex Acree	District Engineer
Louis Cowling	Riverside Management
Mike Lucas	Basham and Lucas

*The following is a summary of the actions taken at the September 20, 2017 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 16, 2017 Meeting**

On MOTION by Mr. Armstrong seconded by Mr. Hudson with all in favor the Minutes of the August 16, 2017 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Discussion of Security Cameras and License Plate Readers**

Mr. Ryan Barnett, Vetted Security Solutions, joined the meeting via conference call. Mr. Barnett provided two proposals that Mr. Hayes presented as a handout to the board members. He gave information regarding his background, what his company does, the areas they cover, and how the license tag readers work.

One proposal is for inbound cameras only at the three entrances. The second proposal is having one in-and-out camera on the island at Leo McGuire and 210.

Mr. Barnett spoke about how data would be transmitted. The data would belong to the CDD, and the CDD will determine how long to retain the data. He gave more in-depth information for each proposal including what will be covered under warranty.

The board discussed the pros and cons of the proposals and gave their opinions. They also listened to comments from the audience.

On MOTION by Mr. Hudson seconded by Mr. Hayes to install in and out tag readers at 210/Leo Maguire intersection, subject to SJC permission, with Mr. Armstrong and Mr. Sharpe voting no, the motion failed.

**FIFTH ORDER OF BUSINESS**

**Ratification of Agreement for Street Repairs**

Mr. Oliver stated this proposal was executed on September 1. Subsequent to the last regular meeting, there was a pipe break in the area of 1205 Eagle Point Drive. The proposal from Duval Asphalt is for pipe repair, installing a 36" pipe plug and pump to remove water, and CCTV inspection before and after repairs were made. The repairs have been completed, and this is to ratify that agreement.

On MOTION by Mr. Hudson seconded by Mr. Hayes with all in favor to ratify the Duval Asphalt agreement for pipe repairs at 1205 Eagle Point Drive was approved.

Mr. Hudson asked about the repair of the white-circled drains in the middle of St. John's golf drive. They have been marked for five months. Mr. Cowling agreed that the ball seemed to have been dropped. Calls will be made to JEA to get this completed.

Mr. Hayes asked about the pipes being clogged from the hurricane. Mr. Acree stated there were pipe failures under the ground. He has met with a contractor, and a quote is being put together.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Amenity Facility Construction Services**

Mr. Oliver stated the deadline for proposals was the day after Labor Day. One proposal was received to cover all project components at a total cost of \$1,326,000, which is about \$368,000 over the amount available to spend. The project had been broken down into nine parts. The proposer was asked to give prices for each part, and the proposer was told the board could decide whether all nine parts would be awarded or just selected components.

Mr. Haber stated the option the board has is to reject all bids for the various projects from this proposer and solicit bids on individual projects from various sources. If the amount of a project is below \$348,000, it does not have to go through the RFP process. Mr. Haber recommended the board reject the proposal as non-conforming and over-budget.

On MOTION by Mr. Hayes seconded by Mr. Hudson with all in favor to reject construction proposal as non-conforming and over budget was approved.

Board and staff will value engineer the project scope with focus on construction of the splash pad (Vortex was previously selected by board), demolition of the kiddy pool, and addition of a shade structure. Although the RFP is not required, CDD will seek competitive proposals.

**SEVENTH ORDER OF BUSINESS**

**Update Regarding Series 2016 Projects**

Mr. Oliver had nothing for the board.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-10,  
Designating Primary Administrative Office**

Mr. Oliver stated this is a resolution designating the Offices of GMS at World Golf Village as headquarters and primary administrative office of the District.

On MOTION by Mr. Hudson seconded by Mr. Hayes with all in favor to adopt Resolution 2017-10 designating GMS-WGV as CDD headquarters and primary administrative office was approved.

**NINTH ORDER OF BUSINESS**

**Consideration/Ratification of Series 2016  
Requisitions**

Requisitions 45 – 47 are located in the agenda package. They are payable to Basham & Lucas, Hopping Green and Sams, and Matthew Design Group for professional services.

On MOTION by Mr. Hudson seconded by Mr. Armstrong with all in favor to ratify Requisition Nos. 45 - 47 was approved.

**TENTH ORDER OF BUSINESS**

**Water Fountain for Tennis**

There was general discussion among board members and audience members who play tennis. The board decided to approve the purchase and installation of a water fountain NTE \$4,000.

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor to purchase and install water fountain at tennis courts NTE \$4,000.00 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Holiday  
Decorations**

Mr. Oliver stated the same vendor that has provided holiday decorations in the past was asked to provide a cost estimate for upgraded lighting and decorations. Two options were

presented to the board members as handouts. One is priced at \$17,000, and the other is priced at \$15,000. The difference is one has lighted wreaths and garland while the other does not.

On MOTION by Mr. Hayes seconded by Mr. Hudson with Mr. Armstrong in favor and Mr. Sharpe opposed, the proposal from M&G Holiday Lighting in the amount of \$17,000.00 was approved.

**TWELFTH ORDER OF BUSINESS                      Consideration of Hold Harmless Agreement with UPS**

This is the same agreement UPS has operated under for several years. It will allow UPS to make holiday deliveries in the neighborhood using on-site storage and golf carts/trailers.

On MOTION by Mr. Hudson seconded by Mr. Hayes with all in favor the hold harmless agreement with UPS was approved.

**THIRTEENTH ORDER OF BUSINESS            Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS        Staff Reports**

**A. Attorney**

Mr. Haber stated at the next meeting he will have updated policies that will address both the suspension and alcohol items.

**B. Manager**

Mr. Oliver had no report.

**C. Amenities and Recreation Manager**

Ms. Tinchler was not present, but her report is located in the agenda package as part of the Operations Manager's report behind Section XIV-D. Mr. Cowling stated everything is running well.

Mr. Hayes stated typically lifeguards are not contracted after Labor Day. He suggested the lifeguard agreement for 2018 include Monday staffing and staffing on weekends in September.

**D. Operations Manager**

Mr. Cowling's report is located in the agenda package behind Section XIV-D. He updated the board regarding storm preparations and the aftermath.

There was discussion of JEA lift stations failures during storm. Mr. Cowling will follow up with Bob Sevestre on JEA matters including manhole repairs and lift station problems during storm.

Mr. Cowling had proposals from vendors for pool resurfacing. This item will be put on the October agenda for a decision.

**FIFTEENTH ORDER OF BUSINESS      Supervisors' Request**

Mr. Armstrong asked that the golf cart issue be put on the next agenda.

Mr. Sharpe asked that the security cameras be put on the agenda when all five board members are present.

It was decided that both items would be on a future agenda when all five board members would be present for discussion and voting.

**SIXTEENTH ORDER OF BUSINESS      Audience Comments**

There was more discussion regarding the resurfacing of the tennis courts.

An audience member asked about getting an inspection in the Preserve area because of the smell. There needs to be a determination if there has been a sewage spill. She was told to contact JEA, and they will send someone out.

Mr. Haber was asked what is the CDD's liability if the decision is made to not get license plate readers and crime occurs. Mr. Haber responded there is no real answer to that question. Judges can make different determinations based on the facts. Based on the standard that other CDDs set, he doesn't believe this CDD is opening itself up to someone saying you are being negligent by not doing it.

**SEVENTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures**

Mr. Oliver reviewed the unaudited financials through August 31, 2017 that are located in the agenda package. There are no unusual variances. The Capital Reserves balance is \$511,000 for repairs and replacements including tennis resurfacing.

**B. Special Assessment Receipts**

Mr. Oliver stated you are 100.33% collected.

**C. Check Run Summary**

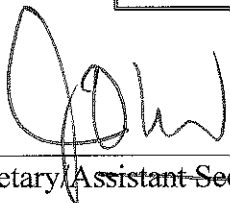
On MOTION by Mr. Hayes seconded by Mr. Sharpe with all in favor the Check Run Summary was approved.

**EIGHTEENTH ORDER OF BUSINESS      Next Scheduled Meeting**

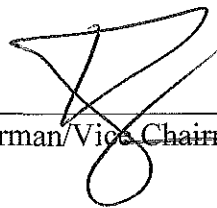
The next scheduled is Wednesday, October 18, 2017 at 6:00 p.m. at this location.

**NINETEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Armstrong seconded by Mr. Hayes with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman